

CV Writing Workshop

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What is a Curriculum Vitae? (or Why are you here?)

- Something for initiating a conversation with an employer (or a professor) to apply for a specific position
- A simple, clear, concise document that sells you
- Answer the following questions:
 - How could I sell myself?!
 - Can I do that in 30, 40, or at most 70 seconds?
 - How many pages do I need to do so?
 - Should I provide more than one version?
 - Oh, I won the swimming trophy when I was 7. Which section is the best place for putting that on my CV?

Are They Different Things?

- CV
 - long, covers your entire career, static
- Résumé
 - short, no particular format rule, highly customizable
- LinkedIn Profile
- Github/Stack Overflow/Quora
- Webpage
- ...

Main Structure

- Personal Information
- Education / Research Interests
- Work Experiences
- Skills
- Honors and Awards
- Other Activities (Voluntary, Extra Curricular,...)
- References
- ...

Personal Information

- Name
- Contact Information
 - Phone Number [holding music]
 - Email Address(es) [e.g. ilikechocolate1375@hotmail.com]
 - Physical Address
 - Webpage [You just download my CV from that!]
 - Social Media Accounts
- Photo? (Eastern Europe)
- Age/Date of Birth?
- Marital Status? Number of Children?
- Nationality? Religion? Political Tastes? ...

Education

- High School and University
 - Names
 - Degree
 - Duration [expected]
- GPA
 - Two last semesters
 - Specific/Related courses
 - Thesis
 - Supervisor
 - Minor
 - Rank

Work/Research Experiences

- Recent and Related ones first
- Paid and Unpaid jobs (Internships/Trainings)
 - Company Name
 - Job Title/Position
 - Tasks
 - Impressions (Positive, Quantified)
 - Duration
 - Reason of Leaving (optional)

Skills

- Categorized
 - Languages
 - Programming Languages
 - Tools
 - Operating Systems, Databases, Typesetting,...
- Proficiency
 - Familiar, Professional, Expert, Creator
- Related and Recent ones
 - Adobe Premiere for an applicant of CS PhD position!
- Will be regret if you put items you just heard!

Interests and Hobbies

- “I jog at park every evening” – Who cares?
- Some European and American companies might consider it as positive characteristics
 - But just use this section if you had extra space
 - “Hanging out with friends”
 - “Sharing great Tweets”
 - “Playing the piano”
 - “Huge fan of Belgium soccer team”
 - “Hiking/Climbing”
 - ...

Other Activities

- Voluntary Work
- Associations / Committees
- Online Courses
- Audited Courses
- Extra Curricular which makes you unique!

References

- List the people who REALLY know you
- Good Recommenders (verify it before!)
- Both in academia and industry
- Name + Affiliation + Contact Info
- Think about the order
 - Supervisor
 - Advisor
 - Dean
 - Head of Group
- “Available on Request”

General Tips

- Do not use unconventional words (Latin, old-fashioned)
- Do not use fancy or complicated words
- Do not use ambiguous words or slangs
 - Be specific, accurate, and tailored
- Use your own language
 - Not subjective
 - Not first or third person sentences
- Use simple and clear fonts
 - English: Times New Roman, Helvetica, Arial, Calibri, Gill Sans, Georgia
 - Persian: B Nazanin, IR Mitra, IRANSans
- Physical paper: just print it on white papers, not colored

General Tips (cont.)

- Use spell checker (Grammarly)
- Proofread it (As many times as you can!)
 - Want to insult yourself? **Make typos in your CV!**
 - Want to humiliate yourself? **Make grammar mistakes!**
 - Want to show you are in the second grade? Repeat the same verbs over and over again (instead, use power verbs)
- Name the pdf file with the combination of first name, last name, date, and “CV” keyword.
- Do not use abbreviated words
 - Unless it is well-known or mentioned earlier in the document

General Tips (cont.)

- Put just most relevant and recent items, not everything you have done in your life!
- Customize it for each application
 - How do you feel when you get generic Nowruz greetings?
- You will be judged by the person who read your CV
 - The person is a human!
 - What image would be created of you in his/her mind?
- Keep some information for the upcoming interview(s)
- Boost your strengths, hide your weaknesses, but NEVER think about lying

General Tips (cont.)

- Should be Easy to Read and Skim
- Emphasize the important words
 - Larger size
 - Bold
 - *Italic*
 - Underline
- Do not use colors in it
- Itemize it with bullets
- Use past/present sentences without subject
- Do not be too funny!

General Tips (cont.)

- Keep it brief! (2-3 pages)
- **Keep it updated!**
- **Keep it integrated!**
- **Keep it beautiful!**

- **Just PDF**
 - Not doc, docx, tex, pages, odt,...
- **Make it in English and Persian**

- **Double check it before pressing “send”**

Power Verbs

- PDFs
- **Notes**
- **<https://www.engvid.com/english-resource/power-verbs-in-english/>**

Tweets

- **Attached...**

Sample CVs

- **Attached...**

Any Questions?

